

JOB DESCRIPTION

POSITION: Executive Chef

POSTING DATE: 1/21/15

WAGE: Salaried/Negotiable

CLOSING DATE: Until Filled

Reports directly to: Director of Hospitality

Location: Gaming Division

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

The Executive Chef is responsible for all food production, including that used for restaurants, banquet functions and other outlets; developing menus, food purchase specifications and recipes; supervising staff; develop and monitor food and labor budget for the department; maintain highest professional food quality and sanitation standards.

STANDARD QUALIFICATIONS:

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must maintain an acceptable departmental attendance record.
4. Must submit to and pass a pre-employment drug screening and health screening.
5. Must be able to work weekends, nights and holidays.

STANDARD DUTIES:

1. Must attend all training as required by North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Food & Beverage Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as required by the organization.
6. Must dress professionally and wear appropriate culinary uniform.
7. Must be reliable and prompt when reporting to work.
8. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
9. All other assigned duties.

EDUCATIONAL REQUIREMENTS:

1. The minimum of an Associate's Degree in culinary arts, hospitality management, business administration or related field from an accredited college or university or the international equivalent is preferred. In lieu of degree, an Executive Chef from the American Culinary Federation or international equivalent is acceptable.

QUALIFICATIONS:

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. At least five (5) years of culinary related management experience is required.
3. Applicant must currently possess the title of Executive Chef in the restaurant/hospitality, hotel, or casino industry with multiple ala carte operations and catering facilities.
4. Industry related start-up operational experience is preferred.
5. Must have progressive culinary leadership experience.
6. Must possess ability to be mobile 100% of the time in a fast paced and busy environment.
7. Be able to lift up to 50 lbs. on a frequent basis.
8. Be able to work in an area that is unusually hot, cold, and noisy.
9. Must have experience with food service equipment and knife skills are required.
10. Must have basic math skills including addition, subtraction, division, multiplication, fractions, and percentages.
11. Must be able to read, write, and communicate verbally in English.
12. Must have a working knowledge of computers to include spreadsheet and word processing applications.
13. Should be familiar with culinary terminology and be able to execute them in a satisfactory manner.
14. Must have strong communication, human relation, and organizational skills.
15. Must possess and demonstrate strong decision making skills to effectively manage the food service operation.
16. Must have ability to prioritize tasks and handle multiple projects simultaneously.
17. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

DUTIES:

1. Responsible for the overall management of the food service operation; fully responsible for menu development, scheduling, food and labor costs, and sanitation.
2. Responsible for the normal flow of operation on every work shift. Ensures staffing coverage for all food service areas on each shift.
3. Coordinate and control total function of the food service area pertaining to food production and quality assurance.
4. Oversee product consistency and make necessary modifications according to business needs; monitors waste and over-production of food product; utilizes leftovers; ensures proper rotation and quality control.
5. Responsible for supervising activities of cooks, coordinating and actively participating in event operations and monitoring food and labor costs.
6. Plans menus, catering packages and daily specials and maintains financial responsibility for the menu mix.
7. Oversees inventory of food products and coordinates product ordering and receiving within the organizational specifications.

8. Monitors and enforces organizational and departmental safety policies and health department standards.
9. Establishes and maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment.
10. Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
11. Oversee training of new team members to help them achieve higher status; organizes and presides over daily and/or weekly meetings with food service staff.
12. Maintain a current knowledge of menu items and products and current styles and trends in the food service area.
13. Role model the Star Service Standards interacting positively through relationships with guests, co-workers, supervisors, and customers.
14. Responsible for resolving customer complaints in a positive, professional manner.
15. Responsible for conducting employee evaluations and counseling sessions, including corrective action reports.
16. Responsible for various clerical duties regarding staff and food service operations, i.e. timekeeping records, time accrual records, etc.
17. Provide leadership to others through example and sharing of knowledge and skills.
18. Understand the goals and vision of the organization and demonstrate commitment to those goals in terms of individual and team performance.

Note: Applicant must submit resume with employment application.

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER
EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE
TRIBAL EMPLOYMENT PREFERENCE ORDINANCE**

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Revisions GM Approved 12/30/14